

Instructions for the DOE Directives Review and Comment System (RevCom)

General Instructions

RevCom Levels

The Review and Comment system (RevCom) was designed to support multiple levels of commentors and reviewers, each with varying degrees of authority over and reporting requirements to each other. In general, users are assigned to levels according to their role and their location and, upon login, RevCom will automatically determine the level to which a user belongs. DOE Directives RevCom is comprised of the following levels:

- **Document Type Administrator**

This is the administrative level of RevCom, and will be supported by the Directives Management Team in HR-41; there is no level number assigned to the Document Type Administrator. The Document Type Administrator will load new drafts into RevCom, establish the global open and close dates for the review period, and manage the user accounts and passwords for all directives points of contact, assigning RevCom users to their appropriate levels.

- **Level 1 – OPI**

The OPI level is for the order writers. Each RevCom document will have a corresponding OPI, and the OPIs will be responsible for responding to all major comments from the HQ/Field Elements (Level 2) and from any subject matter experts they designate.

- **Level 2 – HQ/Field Elements**

Users at the HQ/Field Elements level collect comments from the Labs/M&O contractors (if applicable) and any other sites that normally report to them, and from any subject matter experts they designate.

- **Level 3 – Labs/M&O Contractors**

Users at the M&O Contractor level – typically Directives Points of Contact for a given site -- collect comments from the subject matter experts at their respective sites and anyone else they choose to solicit comments from. Users at this level are responsible for reviewing, summarizing, editing, deleting, reiterating, etc. comments from the subject matter experts at their site prior to forwarding those comments to their respective HQ/Field Element.

- **Level 4 – Delegates (DPC Delegates at levels 2&3)**

Users (DPCs) at levels 2 & 3 can delegate their tasks to others by naming 1 or more delegates for each document. Delegates are responsible for reviewing, commenting, and summarizing comments for the assigned document. The delegates can perform everything a DPC can, except: submitting the comment package. Delegates must have a user name and password, which are created by their DPCs. After logging in with their user name and password; the system automatically detects the DPC for each delegate.

- **Level 5 – Subject Matters Experts (SMEs)**

Typically, SMEs make comments which are then summarized by the DPC at their site; however, users at any level may have SMEs from whom they solicit comments. SME users do not have to have a user name or password; they simply log in with their e-mail address and indicate the site to which they wish their comments to be sent.

Logging In To RevCom

The main RevCom Login Page is located on the web at the following address:

<http://www.revcom.doe.gov>

Since RevCom was designed to accommodate many different types of documents which will be available to various sites and users (e.g., site-specific policy documents and contracts, HQ/Field Element documents, other complex-wide regulations and policy), you will have to select the type of document on which you intend to comment.

Click on **Doc Type: DOE Directives**

This will take you to the actual login page.

If you are a subject matter expert (SME) and have been asked to submit your comments through RevCom, type your complete Internet email address in the first entry box (labeled Email:), using the format [yourname@yoursite.gov](#)

If you are a directives point of contact (DPC) or a delegate for a DPC, type your username and password in the second and third boxes respectively. Remember, RevCom is case sensitive! In general, usernames will be all uppercase (all CAPS) and passwords will be all lowercase. The Directives Management Team will provide a list of correct site/organization symbols.

If you are an order writer (OPI), type your username and password in the second and third boxes respectively. Remember, RevCom is case sensitive! In general, usernames will be all uppercase (all CAPS) and passwords will be all lowercase.

If you have any questions regarding your username and password, contact the Directives Management Team at dmteam@hq.doe.gov or Explorer Tech Support at explorer@lanl.gov

At this point, RevCom will behave slightly differently for users at different levels. Please skip down to the instructions for the level that corresponds to your role and your site.